

**JOB DESCRIPTION**

**Classroom Assistant**

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| **Job Title:** Classroom Assistant | **Present Grade:** 3 |
| **Department/College:** Lancaster Medical School | |
| **Directly responsible to:** Programme Officer | |
| **Supervisory responsibility for:** n/a | |
| **Other contacts**    **Internal:** Departmental staff; students; faculty office; central professional services.  **External:**  Clinical and administrative staff from Trusts, GP Practices, Hospices and other stakeholders, visitors to the department and relevant suppliers | |
| **Major Duties:**  The post holder will provide classroom and administrative support for the simulation, Clinical Skills and Clinical Anatomy teams.  The core activities of the post holder include:   * To support the maintenance and stock keeping of models and equipment for clinical skills, simulation, anatomy and audio-visual communication for Lancaster Medical School. * To assist in the set-up, take-down and preparation of spaces used for teaching delivery and independent learning. * To organise and maintain a student booking system for the use of relevant teaching and independent learning spaces. * To assist the clinical skills staff in managing consumables including stock check and ordering. * To dispose of waste materials in accordance with local rules. * To develop an overview and working knowledge of the clinical skills and anatomy teaching timetables. * To support the department in ensuring adherence to appropriate health and safety policies, procedures and guidance. * To liaise with the UG Programme Coordinators and wider Professional Service team to support the administration of programmes relating to clinical skills and anatomy. * To act as first point of contact for simulation, clinical skills and anatomy queries. * To provide administrative support to the clinical skills and anatomy teams.   Further activities for the post-holder:   * To provide additional support for Academic and Professional Services colleagues. * To carry out any other duties appropriate to the grade as required by the Head of School or nominee. | |